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AWSAM COMMITTEE Minutes
(Approved November 21, 2013)

The AWSAM Committee held a meeting on October 29, 2013 at 3:30 P.M. in Conference Room B, Cannon Building, 861 Silver Lake Blvd, Dover, Delaware.

PRESENT: Ann Blackmore, Pam Tyranski, Mary Peterson, Alicia Kluger, Agnes Richardson, Maxine Travis, Sarah Carmody, Vickie Cox, Yrene Waldron, Sandra Robinson

ABSENT: Janice Taggart, Linda Wolfe, Aimee DeBenedictis

GUESTS: None

PRESIDING: Pam Tyranski

STAFF: Pamela Zickafoose, Executive Director, Delaware Board of Nursing

CALL TO ORDER: Ms. Tyranski called the meeting to order at 3:35 p.m.

REVIEW OF MINUTES: Minutes from September 24, 2013 meeting were reviewed. Ms. Robinson asked for clarification of the guests at the AWSAM Sub-Committee meeting and made a motion to approve the minutes as corrected, seconded by Dr. Richardson. By majority vote the motion carried with Ms. Cox and Ms. Peterson abstaining.

UNFINISHED BUSINESS:

Curriculum Committee

Dr. Richardson reported the committee met October 22nd and reviewed the policy and procedure document page by page. The document was updated with Ms. Tyranski's and Ms. Kluger's comments. The committee decided an introduction was not needed and the definition of "stock meds" was also not needed. Policies were added for safe disposal of medications and the error reporting. Quiz A and the Final Exam were finished. They plan to review the medication administration skills competency checklist at the next meeting on December 3rd.

Ms. Tyranski commented the AWSAM committee received the latest version of the whole Training Manual including the Policies/Procedures appendix earlier today. Each member of the AWSAM committee should review this document and get corrections/comments to Ms. Carmody by November 15th. Ms. Carmody will send the manual to Dr. Zickafoose in a word document as well as pdf version. Members discussed the need to copyright this work.

Regulatory and Statutory Changes

Ms. Peterson sent statutory changes to the committee. Ms. Blackmore questioned whether additional language should be included on limitations of the UAP. After much discussion, members decided to include her suggestions in the regulations instead of statute.

Ms. Blackmore made a motion to remove "other than by injection" on line 218 of the draft statute, seconded by Ms. Waldron. By unanimous vote the motion carried. Ms. Peterson will make the changes and resubmit to the committee members. Ms. Carmody questioned the word "help" on line 55 and members determined this was part of the definition so no changes were needed. Ms. Travis questioned the names of her programs on lines 220-221 pertaining to programs under Title 31. Ms. Peterson will check the nomenclature and ensure it is accurate.

Ms. Travis questioned whether child day care homes and centers would be included under this statute. Ms. Peterson stated the exceptions to the NPA allow people to administer medications and now we are calling it LLAM. Ms. Travis stated there would be nobody to validate competency after the course has been given. Dr. Zickafoose suggested a mock return demonstration be incorporated as part of the course, noting there are many ways to accomplish what we are asking and we need to be flexible. Ms. Blackmore stated we could leave them out of the statute and Ms. Waldron stated this would not be advisable and questioned if there had ever been a problem. Ms. Travis answered "No." Ms. Travis stated the budget process might be affected but the timing could work to make adjustments. Child care centers will be included in the LLAM program. Ms. Peterson will check Title 31 for consistent program names, and change lines 218 and 57.

Pharmacy Legislation

Dr. Richardson left at 4:37 pm and Ms. Robinson requested to move to 3.6 on the agenda because she had to leave for another meeting also. Ms. Kluger provided a revised copy of the proposed regulations for contracted pharmacies. She stated the Board of Pharmacy requested the language be more specific and her changes were on this form. Ms. Robinson and Ms. Kluger requested "Pharmaceutical Services in HCF/Programs" be added as an agenda item for the next meeting. Ms. Robinson left at 5:07 pm.

Error/Annual Report- LLAM Reporting Forms/Procedures

Ms. Blackmore shared several scenarios as examples of errors that should be reported. She commented many times errors are process related and they should be reported. Ms. Tyranski stated to her an error is a discrepancy with the "six rights" and the example provided about the fire alarm should not be considered an error. An in-depth discussion ensued regarding errors and what should/should not be reported. Ms. Peterson added there are only certain medication errors that are reportable within the scope of Licensing's purview, so the quantity of errors in and of itself does not matter. It is the quality of reportable errors that counts. Ms. Peterson will research what constitutes a "reportable" error and report back to the committee. Ms. Tyranski added reporting or characterizing some of these examples as errors could create unintentional liabilities for businesses. It is important to make a distinction between measuring processes for improvement versus reporting situations that were related to an error or omission on the part of a LLAM UAP. Errors should relate specifically to the UAP not circumstances beyond their control. Ms. Waldron commented this should not be a part of LLAM if it is only specific to one program. Members were asked to give some thought to error reporting for the next meeting.

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The question was raised about the one hour before/after for medication administration times. Ms. Peterson stated the standard of practice was not established. Ms. Kluger provided Ms. Peterson with the CMS guideline that allows medications to be administered up to one hour before and one hour after the scheduled time. The Committee agreed that various LLAM sites could set more stringent guidelines, such as ½ hour before or after.

Completion Letter

Ms. Blackmore suggested additional changes to the letter to include a separate page for each portion – core/module didactic instruction and competency demonstration. The name of the module was added also. Dr. Zickafoose will revise and resubmit for the next meeting.

NEW BUSINESS: None

OTHER BUSINESS before the committee (for discussion only): None

PUBLIC COMMENT- None

NEXT MEETING- November 21, 2013 at 2:30PM Conference Room C, Cannon Building.

ADJOURNMENT- The meeting was adjourned at 6:00 P.M.

Respectfully submitted,

A handwritten signature in black ink that reads "Pamela C. Zickafoose". The signature is written in a cursive, flowing style.

Pamela C. Zickafoose, EdD, MSN, RN, NE-BC, CNE
Executive Director, Delaware Board of Nursing